



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting Minutes February 20, 2025

Attending: Harry Kubetz, Dick Mailloux, Donna Saiia, Laura Boussom, Maia Wentrup (arrived 6:35 p.m.), Jana-Lee Balish, David Niose, Muir Haman – Director LPL (left 7:28 p.m.)

The LPLBT meeting was called to order at 6:28 p.m. by Chairperson Harry Kubetz.

Public Comment

- No public comment.

Agenda Items

- **Approval of Minutes of January 16, 2025**
 - Dick made a motion to approve the minutes of January 16, 2025 as amended, seconded by Jana. The motion passed unanimously.
- **Director's Report**
 - **FY2025 Budget Update**

The fiscal year is 60% complete and the budget is 52% expended.
Sewer and water are still on track to be over expended due to rate increases.
Programs is at 35% expended, but will see a big increase during April vacation week.
Library Materials is at 20%, but charges for digital materials will hit in the next few months.
 - **FY2026 Budget Update**

The FY2026 budget will be tight. Carter Terenzini, Interim Town Manager, recommended \$625K for the library. This includes salary increases for staff and 100 floating hours to help cover staff illnesses. Muir is leaving our meeting early tonight to present his budget requests to the Finance Committee.
 - **Staff Update**

Muir will be meeting monthly with Deb Goodsell (Council on Aging), Angela Clement (Rec. Dept.), and Michelle Belleza (Lunenburg Teen Center) to discuss ways to increase collaboration, communication, and coordination between these departments.
School Resource Officer Munroe will be offering an informal training for staff in March to speak about de-escalating interactions and approaching patron interactions with respect.
Three staff will be attending a library conference. Will be paid for from the mileage account.
 - **Programs Update**

Jana and Muir met to discuss ideas for Poetry Month programming. Maia suggested coordinating with the schools or other departments. Donna suggested contacting the Worcester Writers' Collective to see if they could do a program for Poetry Month, which the Cultural Council could help fund.
Minute Madness, a state-wide contest to see which community can read the most minutes, is starting in March.
Movie Night was successful and the puzzle swap was the largest yet.
 - **Outreach**

Dates have been set for this year's Farmers' Market, and staff will attend to provide outreach. Staff will provide an Intro to Libby workshop at the Lunenburg Adult Activity Center on 3/19.
 - **Technology Update**

Two of the newest batch of public computers needed hard drive replacements and were sent to the manufacturer for repair. They are back at the library and staff will keep an eye on the other two computers for similar issues.
A patron attempted to root one of the public computers, but was not successful.

Security cameras need to be scheduled for installation.

- **Building & Maintenance Update**

Muir is planning on moving to his new office within the week.

The Story/Craft room floor has been replaced and is compatible with the Beam system.

Work has started on the Teen Room itself.

Furniture is expected to be delivered on March 4.

Harry asked about the security issues of having Muir's office in the back corner of the building and wanted to know if staff will have some way to alert him to problems. Muir will have a security monitor on his wall and once the security cameras are installed, he will have remote access to them. Maia asked about active shooter drills. Muir has asked the police chief for this, but has never been put on the schedule. Muir will pursue this with the chief. Maia also suggested that evacuation routes be updated.

- **ARPA Update**

- See Building & Maintenance Update.

- **Weather Policy revision discussion and approval**

- The LPL Weather Closure Policy was discussed and amended. Dick made a motion to approve the weather policy as amended, seconded by Jana. The motion passed unanimously.

- **Computer and Internet Use Policy revision discussion and approval**

- Defer until next month so we can get Muir's input.

- **Discussion about AI and its impact on libraries**

- Defer until next month so we can get Muir's input.

- **Library Invested Funds Update**

- Defer until next month so we can get Muir's input.

- **Director's Contract Update/Discussion**

- The board discussed the Director's new contract, and it was signed by Harry and Muir. The contract is for three years, ending on June 30, 2028. At that time, Muir's salary will be at the median salary for library directors in area towns similar to Lunenburg, based on data gathered through the Select Board's salary study. Dick made a motion to accept the Director's contract dated 2/20/25, and Donna seconded. The motion passed unanimously.

- **Town Caucus discussion**

- Dick and Donna will attend the Caucus. Donna and David's positions are open for nomination at the Caucus. Dick's position is also open for nomination, but he is not running for another term.

- **Brook's House Update/Discussion**

- No update.

- **Friends Update**

- The Friends are planning a celebration for the 20th anniversary of the current facility. Although the building opened in December 2005, events will be held earlier in the fall so as to not conflict with holiday programs.

- **Board Comments**

- None

- **Other**

- None

- **Adjourn**

- A motion to adjourn was made by Dick, seconded by Jana, and approved unanimously. Meeting was adjourned at 7:51 p.m.

- **Attached Documents**

- February 2025 Director's Report
- February 2025 Children's Services Trustee Report
- February 2025 Adult Services Department Report



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

■ FY25 Budget Update

	<u>FY25 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>	<u>Calendar Completion</u>
LIBRARY DIRECTOR SALARY	\$ 90,726	\$ 53,879	59%	<u>60%</u>
ASST LIBRARY DIRECTOR SALARY	\$ 64,023	\$ 37,479	59%	
LIBRARY STAFF SALARIES	\$ 242,984	\$ 146,895	60%	
BLDG REPAIRS & MTC	\$ -	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 634	63%	
ELECTRICITY CHARGES	\$ 22,500	\$ 5,656	25%	
HEATING CHARGES/NATURAL GAS	\$ 18,500	\$ 4,419	24%	
WATER CHARGES	\$ 1,000	\$ 852	85%	
NETWORK MAINTENANCE	\$ 500	\$ 140	28%	
BOOK SERVICE	\$ 4,500	\$ 4,476	99%	
PROGRAMS	\$ 15,000	\$ 5,235	35%	
CONTRACTED SERVICES	\$ 2,500	\$ 732	29%	
CWMARS NETWORK	\$ 22,630	\$ 22,630	100%	
POSTAGE	\$ 900	\$ 234	26%	
OFFICE SUPPLIES	\$ 7,000	\$ 3,061	44%	
CUSTODIAL SUPPLIES	\$ 300	\$ 237	79%	
LIBRARY MATERIAL	\$ 94,000	\$ 18,676	20%	
MILEAGE REIMBURSEMENT	\$ 4,000	\$ 240	6%	
<u>TOTALS</u>	\$ 592,063	\$ 305,475	52%	

■ FY26 Budget Update

I discussed the library budget a number of times with ITM Carter Terenzini, and he made a final recommendation of \$625,000 for the library budget. This recommendation included funding for 100 floating hours to help us cover staff illnesses and still meet our Operation Safety Policy to remain open. It also includes a 10% increase to staff salaries as required by recent negotiations and updates to the Collective Bargaining Agreement and Salary Admin Plan.

■ Staff Update

Deb Goodsell, Angela Clement, Michelle Belleza and I are planning to have monthly meetings to discuss collaborations and increase communication and coordination between departments.

The renovation is well on its way toward completion. We have set up temporary shelving in the Main Hall, and stored a small number of books from the Teen Room. Work has been only minimally disruptive, with relatively little noise and mess. I anticipate moving to the new office within the week. The Story/Craft Room floor should be done when we return on Tuesday morning this week. We anticipate delivery of furniture on March 4.

My presentation to the Finance Committee will be the night of our Trustee meeting. This will wrap up a very budget focused stretch of time.

The Children's Room, in particular, continues to be very busy, especially on Tuesday and Friday afternoons. The sheer volume of programming, though, also contributes to lots of activity. Our



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

preparations for the renovation have had only minimal impact on the volume of teens after school. Some days we have significantly fewer, but many days continue to see 10-20 students in the library.

School Resource Officer Munroe will offer an informal staff training at our February staff meeting this week on de-escalating interactions and approaching patron interactions with respect.

■ Programs

Jana and I met to discuss ideas for our Poetry Month programming, and our staff seemed energized by a number of her ideas. I am hopeful that we can draw larger numbers of participants to our poetry programs this year!

We are preparing to launch our Minute Madness materials. Last year, we finished second in this state-wide contest which pits communities head-to-head each week to see who proportionally can read the most minutes during March.

Our Movie Night launch was successful with a group of 13 who came in. February's showing of *Wicked* should bring another nice crowd. Our puzzle swap this past weekend had the largest volume of puzzles we've seen yet!

This week is our week of February STEM programs for kids with Battlebots, Recycled Monsters Crafternoon, and then Cookie Decorating. Our homeschool programs continue to draw lots of attendance, too!

Coming up: March will be thematically about cleaning your house with a downsizing workshop 3/13, and a Collectible Appraisal session 3/22, and a Transitioning to Retirement Presentation 3/24. There will also be a grief workshop 3/8, Board Game Brunch 3/11, and several STEM with Chris programs for kids. St. Patrick's Concert 3/16 Gloucester Hornpipe and Clog Society. TWO sessions of Drawing with Jill Pottle.

Virtual events: 3/16 An Interview with Amanda Jones, author of *That Librarian*, and Irish Whiskey History and Recommendations 3/17, A history of Guinness 3/31.

■ Outreach

WE have dates for this year's Farmer's Market, and will be delivering a Intro to Libby Workshop 3/19 at LAAC.

■ Building & Maintenance

We are anticipating the conclusion of the renovation in March. They've already begun work in the Teen Room itself.

■ Technology

Two of the newest batch of Public Access Computers needed hard drive replacements and were shipped to the manufacturer for repair. They've been back for about two weeks, and we will keep a close eye on the other two for similar issues.

FEBRUARY 2025 Children's Services Trustee Report

JANUARY STATS:

ACTIVITY	NUMBER / PARTICIPANTS	
LITTLE LISTENERS STORYTIME	3	131
PRESCHOOL STORY TIME	4	75
MAGIC TREE HOUSE BOOK CLUB KITS	1	12
KIDS COMIC CLUB KITS	1	12
DROP-IN CRAFT WITH MISS JOSLYN	1	25
LEGOS AT THE LIBRARY	1	20
HOMESCHOOLERS CRAFT- SNOW GLOBES	1	20
STEM KITS STATISTICS: Top 3 Kits: - Flowers and Unicorns Coding - Three Little Pigs Problem Solving - Building and Design	27 KITS	CIRCS: 80 Circs (as of 23 Dec24)

MONTHLY BUDGET REPORT:

<https://tinyurl.com/4bhd9dpu>

CHILDRENS PROGRAMS AS OF 7 FEB 2025				
BUDGET LINE	TOTAL	% SPENT	% ENCUMBERED	\$ REMAINING
TOWN	\$3,000	21%	65%	14%
TOWN STEM	\$3,000	12%	85%	3%
FRIENDS - PROGRAM	\$500	81%	0%	19%
FRIENDS - SUPPLIES	\$1,000	51%	0%	49%
GRAND TOTAL	\$7,500	25%	60%	14%

PATRON QUOTE FOR JANUARY:

“I love your book displays that feature important dates for each month! It makes my choices for what to read as a second-grade guest reader so much easier!”- *great job putting these together, Joslyn!*

HIGHLIGHTS FOR JANUARY:

Mission: Earth and Space presented by The Ecotarium. The kids and families were introduced to tools and methods used to uncover the mysteries of the grandest science of them all with

hands-on experiments and demonstrations. After learning about some astronomy science, the kids got to go outside and took through their big **traveling** telescope at Jupiter! Despite the very cold temperatures outside, the kids were so excited to wait in line up for their chance to view this planet!



Good turnout for this program!



The telescope



Long wait in line for a turn but worth the wait!

Legos at the Library- We had a great turnout for this fun library event. The kids were given the challenge of building a Lego race car and then they took turns racing each other! This challenge is always a popular one!



Love their creativity!



Ready, set...



And go!

UPCOMING EVENTS FOR FEBRUARY:

- February 1st - Magic Tree House Book Club and Kids Comic Club Kits available
- February 3-24th - Little Listeners Storytime for 0-3's
- February 5-26th - Preschool Story Time for 4's & 5's
- February 6th - LPL Kids Book Club
- February 6th - In-Betweeners Book Club
- February 3 – Homeschoolers Family Meet-Up
- February 8th – Sensory Story Time with Miss Pam
- February 10th – Drop-In Craft with Miss Joslyn
- February 24th - Homeschoolers Craft Corner
- February 18th - Family Crafternoon
- February 19th- Battlebots- 2 sessions
- February 20th- Cookie Decorating with Miss Madeline
- February 24th - Homeschoolers Craft Corner
- February 24th – Video Game Night
- February 25th - Legos at the Library

Debbie Laffond, Children's Services Librarian

Joslyn Davis, Library Assistant, Children's Area

Summary of Last Month's Programs & Events

- January started with another music clinic and performance workshop with local music teacher Jason Graham on Saturday, January 4th. We had 6 people attend.
- Our launch of a new Saturday monthly series also started last month with the first Board Game Brunch happening on Saturday January 11th. There were 7 of us in attendance to play a variety of board games while sipping on coffee and eating snacks.
- There were 20 people who came out on a Wednesday evening to make all natural DIY household cleaners using easily accessible materials. We made spray cleaners, fizzy toilet cleaner tablets, and a laundry scent booster.
- Also in that week, we hosted the monthly Craft & Chill program for teens and adults. Participants made new year resolution bracelets with symbolic colors, patterns, beads and other supplies to remind them of a mantra or wish for 2025. Despite the weather concerns, we had 12 people attend.
- Our Monthly Music Concert was on a Saturday afternoon in January. Marc Berger returned for a third time to the library and played his original Americana/folk music for 12 people in the community room.
- Melanie led a workshop for patrons to learn more about Hoopla on a Wednesday morning. There were 4 people who came and left with some helpful information about this new digital resource.
- Our first Sew Simple Session, a new open 2-hour time frame for patrons to come sew together, was at the end of January. There were 5 of us in attendance and the program was positively reviewed and appreciated by everyone there.

This Month's Programs & Events

- The next Saturday morning music clinic with Jason Graham was on February 1st.
- The next board game brunch was on February 8th.
- We had a Winter Puzzle Swap on February 15th.
- Another weight strengthening series with local occupational therapist Niki Holtzman started on February 18th. This will run on Tuesday mornings, 10-11 am, for five weeks.
- Due to weather, we rescheduled a winter sowing workshop a few times and will hopefully hold it on February 20th at 5:00 pm
- Partnering with the Lunenburg Fire Department, there will be a CPR & first aid training session at the library on Saturday February 22nd.
- The next Sew Simple session will be held on February 25th.
- An exciting program we are looking forward to this month, is the visible mending workshop featured on the front page of the Sentinel & Enterprise last week. There is a full class with a full waitlist and more interest keeps coming in. This will be held on Friday February 28th in the afternoon in our conference room. Due to the demand, we will inquire about booking another session with her.
- There will be a movie night on the same night, Friday, February 28th, with a screening of Wicked that evening.
- Sadly, there is no monthly music concert this month due to a series of miscommunications.

Recurring Program Update

- Book clubs are going well with attendance continuing to grow.
 - The Baking Book Club, which meets every first Wednesday, has not generated much growth in attendance, but there are 3 of us who faithfully attend each month and are building strong bonds together. One of our members is determined to get new attendees so she talks it up at other town events. We had one new face this month so perhaps it's working! We are also discussing options to generate more interest, such as moving the date and time or changing to a general cookbook club with other dishes welcome.
 - The 100 Books Bucket List book club meets every first Tuesday morning. We averaged 9 attendees at each meeting last year, and we continue to get new members each month.
 - The Brighter Days book club meets every second Wednesday evening. There are 8 consistent members each month and we are building bonds of friendship after each book discussion. This month we had 2 new members join us and are discussing new ideas for next year's theme. We may draw titles from a pool of reader generated recommendations. The current books on our list may miss the mark for "uplifting reads" but they generate deep and meaningful conversations among our readers.
- Stitchcraft knitting and crochet group attendance has bloomed in recent months with some weekly meetings having nearly a dozen crafters! There are consistently at least 4-5 people here every Tuesday, but most weeks we will have 6-7 people with us for the drop-in program. Quite a hit!

Programming Financial Report

ADULT PROGRAMS AS OF 2/18/2025				
BUDGET LINE	TOTAL	% SPENT	% ENCUMBERED	% REMAINING
TOWN	\$4,500	61%	28%	11%
FRIENDS - PROGRAM	\$3,000	48%	11%	41%
FRIENDS - SUPPLIES	\$500	69%	0%	31%
MUSIC SERIES	\$6,600	53%	23%	24%
GRAND TOTAL	\$14,600	58%	15%	27%

Respectfully submitted,
Lydia Paolilli